



# Candidate brief for the position of: Finance Manager

Bullers Wood Multi Academy Trust

Application Deadline – Friday 9<sup>th</sup> July 2021





Dear Applicant

Thank you for expressing an interest in the post of Finance Manager at Bullers Wood Multi Academy Trust. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available to start August/September and offers an exciting opportunity to join an enthusiastic staff who are committed to making a real difference.

The Trust was formed in February 2018 following a successful application under the Free Schools programme to open a secondary boys' school to join the existing and very successful girls' school and offers opportunities for enhanced professional and career development for colleagues working within the Trust.

The Girls' school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and in recent years we have been congratulated by the Minister of State for Schools on our achievements at GCSE level, placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for pupils achieving the English Baccalaureate. We have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

The successful candidate will join the Trust at an exciting time as February 2021 saw the opening of our new secondary free school building for Bullers Wood School for Boys.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description.

If you have any questions, please contact Caroline Sharp, Human Resources on 0208 467 2280 ext 320 or email [csharp@bwsgirls.org](mailto:csharp@bwsgirls.org)

We very much hope to receive your application.

Yours sincerely

T Millar  
Executive Headteacher



## Overview

We are seeking a dynamic and pro-active individual to lead the finance team. The successful applicant will work closely with the Chief Financial & Operating Officer (CFOO) and will be responsible for the day-to-day management of the workload of two Finance Administrators.

The Financial Manager will be a talented, professional and experienced individual, capable of managing a diverse list of tasks as well as assuming a hands-on role in this team, whose aim is the ongoing enhancement of the Trust finance systems and processes in order to support the teachers and students. This role involves liaising with departments across the Trust, supporting them in managing their budgets and financial planning.

The friendly and welcoming finance team are based in a listed manor house at Bullers Wood School for Girls. The team and work environment are positive and, for this reason, staff tend to stay with us for a long time. Strong team work is essential and the new finance manager will take a lead role in fostering the team and working with the CFOO to transform the Trust finance function.

## The Role

Job title: Finance Manager

Start Date: ASAP

Salary Range: BR13 (£38,033 - £41,205)

Hours of duty: 36 hours per week, 52 weeks per annum.

Holiday entitlement: 20 days annual leave (Increasing to 25 days after 5 years) plus 2 days for Statutory Holidays and 2 Concessionary days to be determined by the school.



## Main Areas of Responsibility

- Completion of the month-end process, on time and to a high level of detail, including; posting journals, bank reconciliations, review of debtors & creditors, fixed asset additions, general ledger reconciliations and reviewing petty cash.
- Assisting with the annual budget setting process by reviewing activities and analysing income and expenditure, and forecasts.
- Inputting budgets onto finance system and liaise with budget holders throughout the year, supporting them in monitoring their performance against budgets and answering any ad hoc queries.
- Working in collaboration with the CFOO to plan and support the external and internal audit, including finalising the year-end figures, preparing schedules, collation of data schedules and preparing the year end accounts, participating in any relevant audit review and engaging in post audit activities.
- Initiating, managing and developing the agreed procedures for the maintenance of the Trust's accounting function, including postings, preparation and distribution of regular accounts, reconciliations and resolution of any problems/discrepancies. Ensure that all processes comply with the Academies Financial Handbook and Academy Accounts Direction.
- Creating, authorising and monitoring appropriate procedures for the ordering, processing, invoicing and payment for all goods and services provided by or to the Trust ensuring compliance with the Financial Policy and Procedures. Provide advice and guidance where items have been rejected etc.
- Providing support to payroll clerk, where necessary, in preparation and running of monthly payroll in Sage.
- Ensuring BACs payments are made to all employees from Lloyds bank account
- Preparing appropriate financial and statutory returns to the DfE, ESFA and other central and local government agencies, including Teachers' and Local Government Pensions Agencies.
- Ensuring financial records are accurate, complete and compliant and that all Finance information and records are confidentially stored and processed in line with GDPR requirements.



- Treasury management of the Trust’s bank accounts including liaison with Lloyds as and when necessary.
- Leading on preparing and processing quarterly VAT reporting.
- Maintaining the Fixed Asset Register and completing quarterly journals for depreciation.
- Leading on the day to day management of the finance system, being the point of contact for queries, and liaising with the Sage helpdesk where necessary.
- Financial management and oversight of school trips, ensuring all trips are financially viable and liaising with teaching staff regarding costs.
- Monitoring the Cashless Canteen System and Schoolcomms online payments for both Academies and the Private Funds.

*This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.*

## Person Specification

### Qualifications

Professional Accounting Qualification (e.g. ACA, ACCA, CCAB, CIMA, CIPFA) or equivalent experience	Essential
--	-----------

### Experience

At least three years’ experience working within a finance department with line management responsibility	Essential
--	-----------

Experience of managing change and implementing new systems, procedures and/or controls	Essential
--	-----------

Proficient use of accountancy systems, excellent ICT skills and use of spreadsheets	Essential
---	-----------

Previous experience of working on year-end accounts and audit.	Essential
--	-----------

### Personal Skills and Qualities



Ability to seek continuous development and improvement and not afraid to challenge the status quo	Essential
Ability to work under pressure and manage heavy workloads at times, especially during audit or year-end	Essential
Have high levels of personal integrity, reliability and trustworthiness	Essential
Efficient and meticulous in organisation and attention to detail.	
Ambition and enthusiasm and a positive 'can do' attitude	Essential
Able to lead, develop and motivate a team of staff, delegating duties as required and demonstrating a flexible, collaborative approach	Essential
The following would also be desirable:	
Experience of education finance	Desirable
Knowledge of a range of Office 365 applications (i.e. Teams)	Desirable



## Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email Caroline Sharp, Human Resources, on ext 320 or [csharp@bwsgirls.org](mailto:csharp@bwsgirls.org).
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- iv. In section 9 Letter of Application, please tell us
  - Why you are applying for this post
  - How your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and requirements of the job description.

Send your completed application form by email (if downloaded from our website) or through the post to:-

Mrs Caroline Sharp  
Human Resources  
Bullers Wood School  
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

[csharp@bwsgirls.org](mailto:csharp@bwsgirls.org)

Please send your application by 9<sup>th</sup> July 202.



## Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will usually:
  - be given a tour of the site
  - have an opportunity to meet with members of the team
  - be expected to conduct a short task
  - have an interview.

## Pre-employment Checks

Bullers Wood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

## Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.



## **Bullers Wood Multi Academy Trust**

**Registered Office:**

St Nicolas Lane  
Logs Hill  
Chislehurst  
Kent  
BR7 5LJ

Tel: 020 8467 2280

Email: [enquiries@bwsmat.org](mailto:enquiries@bwsmat.org)

Website: [www.bwsmat.org](http://www.bwsmat.org)